

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FI-2538

For: FSA Offices

**Preparing Federal Employees' Travel Documents
for End of FY 2002 and Beginning of FY 2003**

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

Agency policy **mandates** that AD-202's and AD-616's be restricted in travel dates to one FY. **FY 2002 ends** COB Monday, September 30, 2002, and **FY 2003 begins** Tuesday, October 1, 2002.

This notice does not address FSA Non-Federal County Office TDY travel for FY 2003. Implementation of use of the OnLine Travel System for FSA County Office TDY travel will be addressed in a separate notice for FSA County Offices.

This notice does not address FAS travel. FAS employees will refer to the FAS "FY 2002 Financial Accounting System Coding Manual" and year-end procedures provided in a separate notice for FAS Offices.

**B
Purpose**

This notice:

- provides instructions on preparing Federal employees' travel documents for travel:
 - FY 2002, ending September 30, 2002
 - FY 2003, beginning October 1, 2002
- provides guidance on charging travel expenses to the correct travel period. See Exhibit 1.

Disposal Date

October 1, 2003

Distribution

All FSA Offices; State Offices relay to Federal employees in County Offices

2 Travel Authorizations

A

Preparing Travel Documents

If an employee is traveling from September through October 2002, two AD-202's and AD-616's must be prepared. One AD-202 and AD-616 must be prepared for FY02 travel through September 30, 2002, and the second AD-202 and AD-616 must be prepared for FY03 travel from October 1 through the date the travel ends in October 2002. See Exhibit 1.

Special Note: Employees cannot be in travel status on October 1, 2002, unless a continuing resolution or full budget has been signed by the President. If a continuing resolution is in effect, travel may only be authorized for the period of the continuing resolution.

B

FSA's FY 2003 Budget and Travel Authorization

FSA's FY 2003 appropriation has not been signed by the President at this time. If the FY 2003 appropriation is NOT signed by the President and a Continuing Resolution occurs, travel may only be authorized for the period of the Continuing Resolution.

During **any continuing resolution period in effect**, all official travel must be authorized on a "Type C" basis for the specific resolution period, until final appropriations are passed.

Special Note: Field Offices may issue blanket travel authorizations for **any continuing resolution period in effect**, until final appropriations are passed.

BUD will notify the Agency on the FY 2003 appropriation status under separate notice, as necessary.

C

Format

On **travel documents** submitted to NFC for processing, **do not** use dashes or spaces in the:

- travel authorization number
 - originating office number (OON)
 - accounting code.
-

Continued on the next page

2 Travel Authorizations (Continued)

D

Reusing Travel Authorization Numbers

If a travel authorization number is assigned and the trip is canceled, **do not reuse the authorization number.** Assign the next AD-202 number.

E

NFC Travel System (TRVL) Guide

Each office needs a copy of the latest NFC Travel System (TRVL) Guide, updated April 2002. NFC has a website that provides access to all NFC manuals and guides that agencies need. Each office may print a copy of the guide from the NFC website. The guide is used by all agencies that process travel documents at NFC. The guide provides completion instructions for various travel forms when travel-related expenditures are to be processed by NFC.

To print a copy of the guide, the computer that the print job will be requested from must have Adobe Reader installed on the computer.

Once it is established that the computer has Adobe Reader, click on the following website: <http://dab.nfc.usda.gov/pubs/docs/trvl/trvl.pdf>.

Then print the NFC Travel System (TRVL) Guide, and use it as **the reference guide** on processing travel documents in the OnLine Travel System.

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2 Travel Authorizations (Continued)

F

FSA Travel Authorization Number

When preparing AD-202 for travel **on or after Tuesday, October 1, 2002, FY 2003**, ensure that the 13-digit travel authorization number is formatted as shown in the following table.

The **AD-202 number format** is “3CSFAXXXXXXXX” for a single trip, and “3BSFAXXXXXXXX” for “Type B” travel.

Example: 3CSFA01170001.

Digits	Description	What to Use
1st	Last digit of FY.	Use “3” for FY 2003.
2nd	Type of travel authorization code.	Use “A”, “B”, “C”, “L”, or “N”.
3rd	Number of travelers.	Use “S” for single traveler.
4th and 5th	FSA code.	Use “FA”.
6th through 9th	Budget organization code.	All offices except Farm Loan Program employees located in County Offices use “0” plus the first 3 digits of the budget organization code. Farm Loan Program employees located in County Offices use “A” plus the first 3 digits of the budget organization code.
10th through 13th	Sequential number.	Begin with “0001” and continue issuing numbers sequentially for the remainder of FY.

Example: The first AD-202 issued by the Connecticut Farm Loan Program would be “3CSFAA8090001”.

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2 Travel Authorizations (Continued)

G

Clarifying Types of Travel Authorizations Only certain employees may use certain types of travel authorizations, as shown in the following table.

Type of Travel Authorization	Used By
Type A - Unlimited Open	The Administrator only .
Type B - Limited Open	STC, SED, DD's, compliance specialist, Farm Loan Program employees, warehouse examiners, and similar positions requiring frequent, routine, nonlocal travel within a specific work-related geographic area, such as Maine, the Midwest Area, Jefferson County. Note: Type C, AD-202 is needed for travel that is outside the geographic area, includes annual leave, or for training and conferences.
Type C - Trip-by-Trip	All travel for trips to specific nonlocal itineraries and relocation (Permanent Change of Station).
Type L - Local	Employees traveling within the area of their official duty station and who do not have access to imprest funds for reimbursement.
Type N - Nationwide	Deputy Administrators, Special Approving Officials, and those positions designated by Deputy Administrators in writing. Note: Type C, AD-202 is needed for travel that is outside the geographic area, includes annual leave, or for training and conferences.

Blanket travel authorizations (Types A, B, N, and L) can be completed on an annual basis. However, during **any continuing resolution period in effect**, all official travel must be authorized on a "Type C" basis for the specific resolution period, until final appropriations are passed.

Special Note: Field Offices may issue blanket travel authorizations for **any continuing resolution period in effect**, until final appropriations are passed.

Examples of AD-202's are in the latest NFC Travel System (TRVL) Guide, dated April 2002.

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3 Action

A Accounting Classification Code

The 14-digit accounting classification code format is described in the following table.

Digit	Description
1st	Last digit of FY.”
2nd and 3rd	Fund Code “84” only.
4th through 8th	5-digit organization code.
9th and 10th	2-digit sub-object code. Note: Use sub-object codes 01 through 15, and 17 through 24, under BOC 2111 in Exhibit 27 of 98-FI.
11th through 14th	4-digit project code number. Always “0000” unless tied to a specific project.

Example: (Wyoming) 38405684010000

For listings of specific organization codes issued for each office, see 98-FI, Exhibits 8, 9, and 11.

Note: Ensure that 98-FI (Rev. 6) is used or latest version.

B Preparing AD-202 for FY Travel

The following table describes AD-202 actions.

Step	Action
1	Prepare AD-202 for: <ul style="list-style-type: none">FY 2002 travel, include all costs associated with the travel ending September 30, 2002FY 2003 travel, include all costs associated with the travel beginning October 1, 2002.
2	Ensure that proper FY travel authorization numbers, OON’s, and accounting classification codes are used.

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3 Action (Continued)

C Preparing AD-616 for FY Travel

The following table describes AD-616 actions.

Step	Action
1	Prepare separate AD-616's for: <ul style="list-style-type: none"> FY 2002 travel ending September 30, 2002 FY 2003 travel beginning October 1, 2002.
2	Ensure that the correct travel authorization numbers, OON's, and accounting classification codes are entered on each AD-616.

D Repaying Travel Advances

In April 1999, FSA began using the Automated Teller Machine (ATM) to acquire cash advances for travel expenses. At that time, ATM became FSA employees' primary method of obtaining cash for travel expenses.

Therefore, all employees **must** account for all travel advances received by them **outside** of the ATM program.

On AD-616, employees **must** show the total amount of the travel advance outstanding and apply that total amount for travel advance repayment. Any travel advance balance remaining not completely liquidated by AD-616 should be repaid by direct remittance (check or money order) to the NFC lockbox address:

USDA FSA
ADMINISTRATIVE COLLECTIONS
PO BOX 70792
CHICAGO IL 60673.

Submit AD-616's for payment **within 5 workdays** after completing a trip or period of travel, or every 30 calendar days if the employee is in a continuous travel status.

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3 Action (Continued)

E

Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

F

Contact

If there are questions about this notice, contact the appropriate office in the following table.

Issues	Office	Contact
Accounting	National Office	Arthur Holmes, FMD at 703-305-1240
	Field Offices	Rosanne Bales at 816-926-5603
Travel	National Office	FMD, ATPS at 703-305-1408
	Kansas City and St. Louis complexes	Wendy Collins at 816-926-3266
	State Offices	EDSO
	Farm Loan Program employees located in County Offices	State Office

Charging Travel Expenses to Correct Travel Period

Travel Allowance	Travel Period Chargeable	Examples	
Rental Vehicle, Lodging, and Miscellaneous	Expense is chargeable to the travel period in which the expenses were incurred.	IF expense is incurred...	THEN charge to...
		on or before September 30, 2002	FY 2002.
		on or after October 1, 2002	FY 2003.
Local Transportation	Local transportation to and from the common carrier terminal and the local transportation expenses at the temporary duty station are chargeable to the travel period in which the expenses were incurred.	on or before September 30, 2002	FY 2002.
		on or after October 1, 2002	FY 2003.
Transportation by common carrier	In a continuous journey involving more than 1 segment of the trip, such as a round trip, the funds are obligated against the travel period in which the ticket was purchased, if the trip starts in the same travel period that the ticket was purchased.	Tickets purchased on September 18, 2002, for travel beginning September 22, 2002, and ending October 2, 2002, would be claimed on the travel voucher submitted for FY 2002 .	
Transportation by common carrier when a segment of the trip is added or the return ticket cannot be used, and a new ticket must be purchased in the second travel period.	If, during an official trip that extends over 2 travel periods, a new ticket must be purchased during the second travel period the expenses are chargeable to the travel period in which the ticket was purchased.	Traveler purchased tickets on September 22, 2002, for travel from Washington, DC to Kansas City, Missouri, on September 30, 2002, and returning October 2, 2002. While in Kansas City, the traveler is ordered to travel to St. Louis on October 1, 2002, and return that same day. The October 1, 2002, ticket would be claimed on the travel voucher submitted for FY 2003.	
Mileage by POV when the: <ul style="list-style-type: none"> • reimbursement is limited to constructive costs by common carrier • trip starts in 1 travel period and extends into another travel period • trip would be completed in the first travel period if common carrier had been used. 	Mileage is charged to the travel period in which the travel starts.	IF travel starts...	THEN charge the mileage to...
		on or before September 30, 2002	FY 2002.
		on or after October 1, 2002	FY 2003.